



SciencesPo

Taking stock of your skills

List of verbs

<http://www.openclassrooms.com>

In a professional context, I am capable of/would feel comfortable at/skilled at/at ease...

Advising	Describing	Implementing	Placing	Studying
Analysing	Designing	Increasing	Planning	Suggesting
Applying	Developing	Informing	Preparing	Summarizing
Arranging	Doing	Inspecting	Presenting my ideas	Supervising
Assessing	Drafting (a report, etc.)	Interpreting	Presenting or introducing (sth) to a public	Supporting
Auditing/checking accounts	Driving	Interviewing	Producing	Teaching
Bringing together/Linking	Editing	Justifying	Purchasing	Testing
Broadening (a subject, etc.)	Elaborating	Listening	Putting in contact	Training
Calculating	Entering input	Listing	Putting together	Translating
Checking	Establishing	Making	Questioning	Understanding
Choosing	Estimating	Managing	Recruiting	Using
Collecting	Evaluating	Memorizing	Repairing	Validating

Communicating	Examining	Modifying	Researching	Valorising
Comparing	Expanding	Motivating	Resolving	Visualizing
Constructing	Explaining	Negotiating	Selecting	Welcoming
Coordinating	Following-up	Operating	Selling	Writing
Correcting	Getting things done	Optimizing	Showing	.../...
Creating	Holding	Organizing	Sorting	
Creating customer loyalty	Hosting (an event/talk, etc.)	Outlining	Speaking	
Defining	Identifying	Overseeing	Standing up for	
Demonstrating	Illustrating	Persuading	Steering (a project, etc.)	